



# CITY OF CANBY

## JOB ANNOUNCEMENT

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### Program Coordinator / Canby Swim Center

Full Time / Non-Exempt / AFSCME Represented

Salary: \$21.08 - \$27.18 / hourly salary, plus benefits and City paid PERS

Opens: March 11, 2021

Closes: April 2, 2021 5:00 PM

Apply to: Human Resource Department  
City of Canby  
PO Box 930  
Canby, OR 97013  
(503) 266-0699 fax  
[spellmant@canbyoregon.gov](mailto:spellmant@canbyoregon.gov)

**SUMMARY AND REQUIREMENTS:** **Anticipated work schedule is Monday-Friday 1pm – 9:30 pm.** Observe the activities of patrons at the Swim Center in the pool and surrounding areas to protect life, prevent accidents and enforce pool regulations. Responsible for the safety and general welfare of swimmers at the Canby Swim Center. Respond to emergency situations; rescue swimmers, and provide emergency medical treatment. Assist in the maintenance of facilities and equipment. Teach basic swim lessons. Provide a training atmosphere that promotes inclusion and satisfaction of all participants. Leads in-services for all swim instructors. Responsible for the swimming lesson program. Assists the Pool Operator as needed and covers in the absence of the Pool Operator. Equivalent to high school education and three to five year of lifeguard / instructor experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Leadership skills and good public relation skills are needed. Good physical swimming ability and personal safety skills are required. Must be able to respond both mentally and physically to any emergencies that arise. Possession of a current/valid Lifeguard/CPR/AED certifications. Lifeguard Instructor certification preferred; or ability to obtain within 12 months. Possession of WSIT or equivalent or the ability to obtain within 12 months. Certified Pool Operator and Aquatic Facility Operator certificates are helpful. *(Refer to full Job Description for additional information and requirements.)*

**APPLICATION MATERIALS:** A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up by appointment at Canby Civic Offices 222 NE 2<sup>nd</sup> Ave., Canby OR 97013, downloaded from [www.canbyoregon.gov](http://www.canbyoregon.gov), or requested by mail or email by calling Human Resources at (503) 266-0638.

**SELECTION PROCESS:** Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation and drug screen.

**NOTIFICATION:** Applicants who were not selected will be notified once the position has been filled.

**EQUAL OPPORTUNITY EMPLOYER:** The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, physical or mental disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0638.